

BEDFORD COUNTY

COMMUNICATIONS OFFICER

Applications are being accepted for the position of Full-Time Communications Officer to work at the Joint Communications Center located at 1345 Falling Creek Road in Bedford, Virginia. Candidate will question callers to determine the nature of their emergency or non emergency and their locations and which service needs to be provided. Position requires the availability to work 12- hour rotating shifts, including nights, weekends, and holidays.

The candidate should have a combination of education and experience equivalent to graduation from high school along with a general knowledge of the methods of operating an E-911 system; ability to deal courteously with the public under stressful conditions; ability to establish and maintain effective working relationships with associates and the general public; also the applicant must be able to multi-task and type a minimum of 35 accurate WPM. Qualified applicants will be contacted to participate in a skills assessment test; only applicants who are tested and meet the minimum score requirements will be contacted and interviewed. The application process typically lasts 6-12 weeks. Applications will remain active for six months.

Applications may be downloaded from our website: www.bedfordcountyva.gov or picked up from the Bedford County Human Resources Office, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Benefits include: life, medical, dental, and vision insurance, flexible spending plan, retirement, direct deposit, paid holidays, vacation and sick leave. Opportunity for advancement and salary increases upon completion of courses/certifications. Applications will be accepted until position is filled. Previous applicants need not re-apply. EOE, ADA.